

## APPENDIX G (CONT.)

### *Instructions for the* **Department of Revenue's Enhanced Sampling Program (ESP)** **Missouri Insurance Partners Information Sheet (MIPIS)**

#### **Notes:**

- Submit one Missouri Insurance Partners Information Sheet (MIPIS) for each company (NAIC Code) for which you will submit data. Example: If your company will submit reports for five (5) companies, then submit five (5) MIPIS forms.
- Please type or legibly print MIPIS forms.

#### **Company Information:**

- **Name and NAIC Code:** *List exactly as shown by NAIC.*
- **Address:** *List the mailing address for the company's main office.*
- **Phone:** *List the primary company number.*
- **Primary Fax:** *List the facsimile number located in the company's main office.*

#### **Point of Contact (POC) Information:**

- The individual(s) listed is/are the one(s) DOR will contact if there are problems or questions about your company's data.
- If an individual is identified for both Business and Technical Issues, complete the "Business Issues" column and only entering "**SAME**" in the name block of the "Technical Issues" column.

#### **Reporting Information:**

- The Reporting Information Section will help the department be better prepared to receive and process your company's data. Your company will not be bound by your initial selection and may change the media selected at any time.

***Companies can report using any combination of format and media.***

#### **NOTES:**

***Spreadsheet and paper format*** reporting are only available to companies with <100 Missouri liability policies in force.

- ***1.44MB Diskettes*** are available to companies with <3500 records.
- Exact ***media specifications*** are outlined in the Enhanced Sampling Program's Reporting Guide.
- ***File transfer*** will be via the Internet using Secure Socket Layer to protect the data.

For questions regarding this form, please call: 573-751-5578

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send an e-mail to [Enhanced\\_Sampling@dor.mo.gov](mailto:Enhanced_Sampling@dor.mo.gov)

## APPENDIX H

### INTERNET WEB PAGE SCREENS

